



CAREER AND TECHNICAL EDUCATION

Operational Guide

for

Program Support Courses for:

Special Populations

Updated
February 14, 2005
(Course Codes and Equipment Lists)

Statement of Assurance

All vocational opportunities are offered without regard to race, color, national origin, sex, handicap, or age. The following civil rights laws protect individuals from discrimination in programs or activities receiving federal financial assistance:

Title IV of the Civil Rights Act of 1964
 Title IX of the Education Amendments of 1972
 Section 504 of the Rehabilitation Act of 1973
 Age Discrimination Act of 1975

RELATED LINK: Go to the Department of Labor for assistance with specific laws and regulations (<http://www.dol.gov/dol/compliance/compliance-majorlaw.htm>).

Summary of Dates/Forms Associated with Instructional Programs		
Date	Form # and Web Site Address	Name of Form
September 3	(http://dwe.arkansas.gov/CareerandTechEducation/TeacherInformationSystem.htm)	Computer submission of Teacher Information
October 1		Notification by letter of schools using concurrent credit to meet standards
October 1	WE-92 (http://dwe.arkansas.gov/CTESCTENewandExpandedPrograms.htm)	C & T New Program Start-up Proposals
March 15	WE-4 (http://dwe.arkansas.gov/CTESCTENewandExpandedPrograms.htm)	Reimbursement for C & T New Program Equipment
2 weeks prior to beginning of class	WE-6 (http://dwe.arkansas.gov/CTESCTEReporting%20Forms.htm)	Application for Adult Skill Training Class (no classes will be approved after May 1)
No later than 2 weeks after completion of class	WE-PD (http://dwe.arkansas.gov/CTESCTEReporting%20Forms.htm)	Adult Skill Training Class Enrollment Report (all reimbursement requests must be received by May 30)

Dr. Steve Franks, Director

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CAREER AND TECHNICAL EDUCATION

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Perkins and related federally funded programs
Career and technical education coordinators

Program Support:

Office of **Support for Special Populations**

(<http://dwe.arkansas.gov/CTESCTEGuidanceSpecialNeeds.htm>)

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Teresa Dow, Program Manager

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Issues of:

- Nontraditional services
- Equity and accessibility
- Special needs
- Adaptive equipment

Courses:

- Jobs for Arkansas' Graduates
- STRIVE

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PROGRAM/COURSE APPROVAL PROCESS

If a program/course was **conditionally approved** during the previous year and one of the following actions apply the following year, then the district will receive the program/course status indicated.

ACTION	STATUS TO RECEIVE
Problems are corrected	FULL APPROVAL
Problems not corrected	Disapproval
Critical elements from previous year received, and improvement plan not submitted	Disapproval

If a program had **full approval** during the previous year and one of the following actions apply the following year, then the district will receive the program status indicated.

ACTION	STATUS TO RECEIVE
No CTSO previous year	Conditional Approval
No program of study	Conditional Approval
No required foundations (reviewed by appropriate program area)	Conditional Approval
Core not offered every year	Conditional Approval
Meets all DWE standards	FULL APPROVAL

Program approval items reviewed during technical assistance visits and as information is available:

1. All report card items
 - A. Completers
 - B. Career and technical assessment
 - C. Academic attainment
 - D. Placement
 - E. Non-raditional numbers
2. Advisory councils and meeting minutes
3. Safety issues
4. Any item noted as lacking in technical assistance visit

2005-06 Career and Technical Course Codes

COURSES ONLY: WORK-BASED LEARNING; SUPPORT; SPECIAL POPULATIONS; & MISCELLANEOUS COURSES

Special Populations

493800 JAG Apprenticeship/Work-Based Learning

Credit: 1 Grade Levels: 11-12

This is an instructor-supervised work release course that includes monthly employer evaluations of participants. Employment is not a requirement of the JAG program, but credit can be given at the discretion of the individual school district. Participants should be expected to complete 180 hours of work-based learning in order to receive one credit – with a maximum of four credits for completing 720 hours of work study within a consecutive two-year period.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for Special Populations

493780 JAG Multi-Year I

Credit: 1 Grade Levels: 11-12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for Special Populations

493790 JAG Multi-Year II

Credit: 1 Grade Levels: 11-12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for Special Populations

493770 JAG Senior Applications

Credit: 1 Grade Levels: 12

JAG utilizes the national Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment or further education after graduation is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for Special Populations

690030 STRIVE

Credit: 1 Grade Levels: 9,10

This secondary program is individualized to meet the specific academic needs of career and technical students who are members of a special population. This program provides a versatile spectrum of instruction with the intent of improving vocational and academic scores and/or skills. Student eligibility is to be discussed with the student, parents, PROVE instructor, and/or counselor prior to enrollment.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course: 413 Career Services for Special Populations

MIDDLE SCHOOL COURSES

399200 DWE-Approved Career & Technical Education

Credit: Grade Levels: 7-8

This is a specialized CTE course for which the district must submit a framework and receive approval to teach. The district must have a letter on file to use this course code.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course: ANY

TECHNOLOGY STANDARDS

**COMPUTER SYSTEM FOR: MIDDLE SCHOOL
JR HIGH SCHOOL
HIGH SCHOOL
INSTRUCTOR/TEACHER**

LEVEL I

Pentium® 4 processor (or equivalent) 2.80GHz, 800 MHz, 512K cache, 512MB DDR RAM, 17" CTL, true flat panel color monitor or 17" CRT true flat screen monitor, integrated video graphics card, 40GB hard drive, 1.44MB 3.5-inch floppy drive, USB 2-button optical mouse with scroll, integrated (10/100/1000) network card, 52x32x52X DVDRW or 48x or 52x CDRW-ROM, integrated sound blaster compatible, speakers w/headphones. Internet accessible.

SPECIAL POPULATIONS
JAG
PROVE
STRIVE

OFFICE OF SUPPORT FOR SPECIAL POPULATIONS

STATE STAFF

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SPECIAL POPULATIONS – SPECIAL NEEDS STUDENTS

Definitions and policies related to serving students who are members of “special populations” (special needs) must be in compliance with the Carl D. Perkins Vocational and Technical Education Act of 1998 (Public Law 105.332) or its successor.

The term “special populations” includes individuals with disabilities, educationally and economically disadvantaged individuals (including foster children), individuals of limited English proficiency (LEP), individuals who participate in programs designed to eliminate sex bias, and individuals in correctional institutions.

Each student identified as disabled and/or handicapped under the guidelines of the Special Education Section of ADE and admitted to career and technical education program(s) must have an Individualized Education Plan (IEP) developed prior to placement in the program.

Each student who meets the criteria for identification as a member of special populations shall be provided with vocational assessment, guidance, counseling, and career development in order to ensure his/her success in a career focus program of study.

Transition services as well as supplemental/support services shall be provided as needed to assist the student in making the transition from school to employment.

JAG

(Jobs for Arkansas’ Graduates)

Course Description

Jobs for Arkansas’ Graduates (JAG) is a new course that is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Course Type

Jobs for Arkansas’ Graduates can be utilized in any program of study and can count as credit toward a student’s career focus/major. The course’s goal is to ensure students’ graduation (or GED) and prepare them for workplace success whether their career begins immediately upon high school graduation, entry into military service, or requires postsecondary education/training.

Length of Course

Jobs for Arkansas' Graduates is designed as a one-year (senior school-to-career application) or as a two-year (multiyear dropout prevention application) course.

Eligibility of Students

Eleventh- and 12th-grade career and technical students with multiple identified barriers shall apply for acceptance to the JAG course. The specialist identifies a student's barriers prior to placement into the course. Students are to have an identified career focus/major and have completed at least one unit and be enrolled in a second unit of the identified career focus/major.

Course Credits

One unit of credit per year is to be given for JAG participants. A student's maximum length of enrollment in the JAG course shall be two years, depending on the application of the model. JAG may be utilized as a related option of any program of study. It is not a stand-alone program of study or career focus/major.

Part-time employment is not a requirement of the JAG course, but credit can be given at the discretion of the individual school district. Schools that grant credit for work-based learning shall follow the course credit guidelines for the Internship course.

Student Organization

While National Jobs for America's Graduates' asks that elements of its career association, National Career Association (NCA), be included in the curriculum, Arkansas JAG specialists will provide support to the students and advisors in the student's career focus career and technical student organization (CTSO). JAG students are strongly encouraged to hold membership in the student organization that represents their chosen career focus/major area. The specialists will assist the JAG students in the activities of their chosen CTSO. The NCA activities will be utilized as classroom management tools.

Courses Offered

Course Code	Electives	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
493800	JAG Apprenticeship/Work-Based Learning	1					X	X
493780	JAG I	1					X	X
493790	JAG II	1					X	X

PROVE

(Providing Real Opportunities for Vocational Education)

Course Description

This secondary course is individualized to meet the specific academic needs of career and technical students who are members of a special population. This course provides a versatile spectrum of instruction with the intent of improving vocational and academic scores and/or skills. Student eligibility is to be discussed with the student, parents, PROVE instructor, and/or counselor prior to enrollment.

Teacher Qualifications

The PROVE instructor is to be secondary licensed in any vocational area and/or either hold certification in reading, math, or language arts, or special education and endorsed through the completion of program management training developed and approved by the Department of Workforce Education.

Existing CCVE instructors with teaching certificates may “grandfather” as PROVE instructors by completing the designated program management training.

Course Type

PROVE is a recommended course for students in the ninth and/or tenth grades in secondary schools, who are academically disadvantaged and/or are limited English proficient. It is a course of basic instruction based on identified student needs. Instruction will include the areas of math, reading, language arts, and life skills. The basic skills instruction shall be related to the vocational program of study/career focus in which the student is or will be enrolled. The administration of a pre- and post-assessment tool (TABE) is required of all students. Documentation of student achievement is required.

Length of Course

PROVE is designed to meet the individual needs of the student. It is recommended as a one-year course.

Eligibility of Students

Students who are members of the special population are defined as students who score between the 15th and 35th percentile on standardized tests in reading, mathematics, or language arts and/or students of limited English proficiency. This ninth- or tenth-grade student is or will be enrolled in a vocational program or study/career focus. Student eligibility shall be discussed with the student, parents, PROVE instructor, and/or counselor prior to enrollment.

Course Credits

It is recommended that a student may earn the equivalent of one unit of credit per year for the successful completion of the PROVE course. This course will not count as a credit toward a student’s career focus major.

STRIVE

(Students and Teachers Responsibly Integrating Vocational Education)

Course Description

STRIVE is a secondary course that integrates academics with a student’s selected career and technical education course of study. This course provides a versatile spectrum of instruction with the intent of improving the knowledge and skills of both vocational and academic competencies. Student eligibility is based on an application process and is to be discussed with the student, parents, STRIVE instructor, and/or counselor prior to enrollment.

Course Type

STRIVE is a recommended course for students, in the ninth and/or tenth grades in secondary schools, who have identified barriers. Instruction will include integrated areas of career and technical education and academic skills. The instruction shall be related to the vocational program of study/career focus in which the student is or will be enrolled. The administration of a pre- and post-assessment tool is required of all students. Documentation of student achievement is required.

Length of Course

STRIVE is recommended as a one-year course.

Eligibility of Students

Ninth- and tenth-grade career and technical students or potential career and technical students with multiple identified barriers shall apply for acceptance to the STRIVE course. The instructor identifies a student's barriers prior to placement into the course. This ninth- or tenth-grade student is or will be enrolled in a vocational program or study/career focus. Student eligibility shall be discussed with the student, parents, STRIVE instructor, and/or counselor prior to enrollment.

Course Credits

It is recommended that a student may earn the equivalent of one unit of credit per year for the successful completion of the STRIVE course. This course will not count as a credit toward a student's career focus major.

Course Code	Electives	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
690030	PROVE/STRIVE	1			X	X		

SUPPORT FOR SPECIAL POPULATIONS

JAG
(Jobs for Arkansas' Graduates)

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

(15, 20, or 25 students)

Item Name	Count	Description/Specification
Microcomputers	1 per 3 students	See Technology Standards
Laptop microcomputer	1 per specialist	See Technology Standards
Printer for classroom	1	
Telephone/FAX/answer machine and jack for office	1	Newest technology
Office desk	1	30" x 60", sturdy, metal or wood
Office chairs	1-3	On casters
Data station	1 per computer	Minimum of 30" x 42" per station (keyboard height 26"-28")
Computer chairs	1 per computer	Strong, durable, ergonomically designed with strong back support (25 percent must be adjustable)
Multipurpose tables	3	24" x 48", sturdy, wood
Cassette/CD player/recorder	1	Newest technology
Locking storage cabinet	1	3' x 6' x 2'
Photocopier, video camera		Easy access to
TV/VCR/DVD	1	Minimum 25" monitor; 3-speed recording/playback
AV cart/media storage center	1	
Overhead projector with movable stand and screen	1	14" standard lens or 12' wide angle lens 8' x 10' screen
Filing cabinets	1	Four-drawer, lockable

SUPPORT FOR SPECIAL POPULATIONS

PROVE

(Providing Real Opportunities for Vocational Education)

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

(15, 20, or 25 students)

Item Name	Count	Description/Specification
Microcomputers	1 per 2 students	See Technology Standards
Printer for classroom	1	
Data stations	1 per computer	Minimum of 30" x 42" per station (keyboard height 26"–28")
Computer chairs	1 per computer	Strong, durable, ergonomically designed with strong back support (25 percent must be adjustable)
Multipurpose tables	2	24" x 28", sturdy, wood
Locking storage cabinet	1	3' x 6' x 2'
Photocopier, video camera		Easy access to
TV/VCR/DVD	1	Minimum 25" monitor; 3-speed recording/playback
Overhead projector with movable stand and screen	1	14" standard lens or 12' wide angle lens 8' x 10' screen
AV cart/media storage center	1	
Filing cabinets	1	Four-drawer, lockable
TABE software	1	For appropriate TABE test administration/interpretation
Optical mark reader	1	48 X 108 marks, 2,200 forms/hour, reflective read, 2 read heads, 40-48 read head channels, 512 KB memory, RX-232C serial interface, built-in form translation software

SUPPORT FOR SPECIAL POPULATIONS

STRIVE

(Students and Teachers Responsibly Integrating Vocational Education)

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

(15, 20, or 25 students)

<u>Item Name</u>	<u>Count</u>	<u>Description/Specification</u>
Microcomputers	1 per 2 students	See Technology Standards
Printer for classroom	1	
Data stations	1 per computer	Minimum of 30" x 42" per station (keyboard height 26" – 28")
Computer chairs	1 per computer	Strong, durable, ergonomically designed with strong back support (25 percent must be adjustable)
Multipurpose tables	2	24" x 28", sturdy, wood
Locking storage cabinet	1	3' x 6' x 2'
Photocopier, video camera		Easy access to
TV/VCR/DVD	1	Minimum 25" monitor; 3-speed recording/playback
Overhead projector with movable stand and screen	1	14" standard lens or 12' wide angle lens 8' x 10' screen
AV cart/media storage center	1	
Filing cabinets	1	Four-drawer, lockable
TABE software	1	For appropriate TABE test administration/interpretation
Optical mark reader	1	48 X 108 marks, 2,200 forms/hour, Reflective read, 2 read heads, 40-48 read head channels, 512 KB memory, RS-232C serial interface, built-in form translation software
TABE test booklets		Version 9/10 Locator and Survey tests